
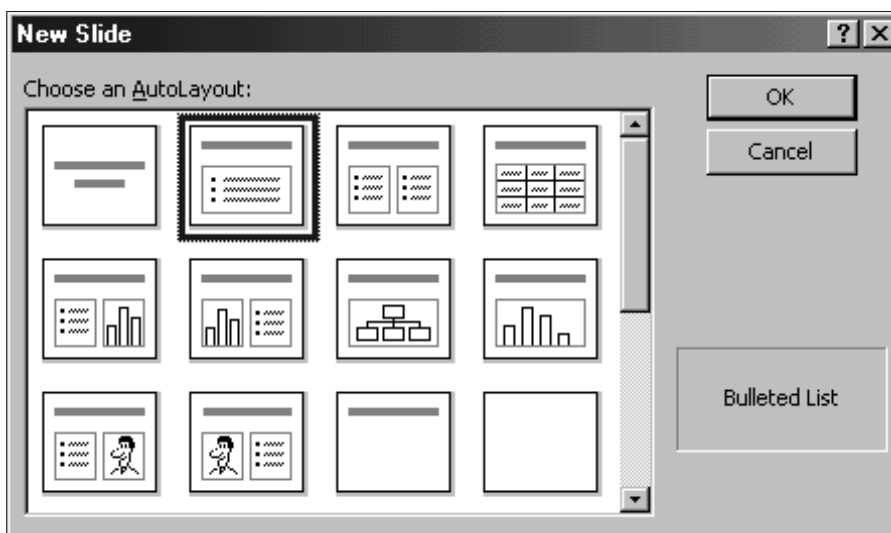
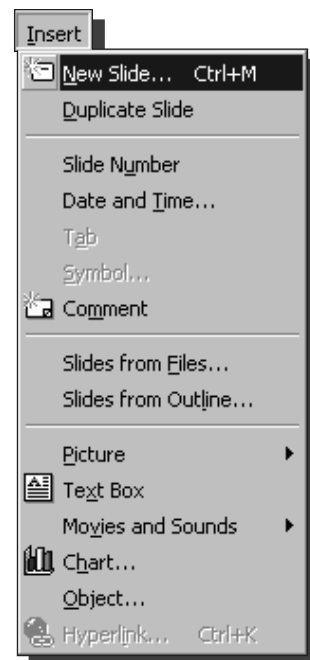




Adding a Slide

You can insert a new slide at any time during the creation of your presentation.

1. Open the presentation you want to work with and use the **Slide View** to display the slide that you want to appear *before* the slide you are about to add.
2. Choose **New Slide** from the **Insert** menu or click the **New Slide Button**  on the toolbar.
3. When the **New Slide** dialog box appears, click to select the layout you would like to use for your new slide.
4. Click **OK** and the new slide will be added to your presentation.



Here's an Idea...



■ You can copy slides from other PowerPoint presentations and insert them into your current presentation. Choose **Slides from Files** from the **Insert** menu and then click the

Browse button to locate the presentation that contains the slide you want to add. Click the **Insert** button and the slide will be added to your presentation.